

PowerPoint 2000: Advanced Level 2

Course length: 1 day

Prerequisites: Windows 95/98 and PowerPoint 97/2000: Introduction or equivalent knowledge.

Upon successful completion of this course, students will be able to create a custom template by selecting a color scheme, background fill, fonts and clip art; enhance a presentation by using custom clip art, animation and movies; work with embedded and imported objects by using Microsoft Applications; customize the PowerPoint environment by modifying toolbars and using the Options dialog box; build interactive presentation by creating hyperlinks and action buttons, and create custom slide shows; become familiar with collaboration features by creating online meetings and broadcast presentations.

Course content:

Lesson 1: Working with Templates

- Working with presentations
- Creating your own template
- Working with a design template

Lesson 2: Working with Multimedia

- Working with graphics and multimedia
- Working with animation
- Inserting movies and sound

Lesson 3: Working Within the Office Suite

- Inserting Office objects
- Creating slides from an outline
- Sending slides to Microsoft Word

Lesson 4: Additional PowerPoint Features

- Customizing PowerPoint toolbars
- Other customization options
- Automating slide production
- Using AutoCorrect and the Style Checker

Lesson 5: Building Interactive Presentations

- Hyperlinks
- Creating interactive objects
- Slide show options

Lesson 6: Collaborating on the Web

- Holding online meetings
- Broadcasting presentations
- Delivering presentations